

Activity Codes: FV=Field Visit    OV=Office Visit    R=Recording    TC=Telephone Contact    TR=Transportation(Foster Care)

**Instructions for Completing Form 870A**

The Form 870A, Activity Log, is used for notation of all activity taking place on behalf of children in custody (SCF-TC) and Home and Community-Based Services Waiver recipient 's (MRG-HP). The log may contain information on coordination, assessment, linkage, and monitoring (CALM) services, as well as the activities listed below:

- Time spent completing assessments, treatment plans, progress notes, and quarterly narrations, court reports, letters, and memos.
- Actions taken to plan, develop, and implement a client 's treatment plan, including plan reviews, administrative reviews, and team consultations.
- All face-to-face, telephone, and written contacts with the family, child, provider, or collateral agency, including interviews, crisis intervention, transporting clients to and from services, and other non-counseling situations.
- Maintenance of case eligibility, i.e., date OFS application is made, review of eligibility, and records maintenance activities such as clothing allowance requests, payment problems, transportation payments, and time spent completing forms.

**Instructions:**

1. Complete the month, year, person's name, person's ID, and the eligibility code (TC or HP).
2. Enter the day of the month.
3. Enter the worker number of the staff completing the activity, sign your name, and check the license or qualifying credentials associated with your position. Enter the activity code (FV=Field Visit, TC=Telephone Contacts, OV=Office Visit, TR=Transportation, R=Recording).
4. Describe the activity or event relating to the case, including the relationship of the collateral contact to the person receiving supports, i.e., parent, teacher, physician, etc.

**THE FOLLOWING SHOULD NOT BE RECORDED ON THE ACTIVITY LOG:**

No counseling. The state gets paid for this activity through a different funding source.

No process recording. Do not narrate the details of face-to-face contacts or telephone conversations in terms of opinions, judgements, thoughts, or feelings.

Whenever anyone goes into the hospital, it cannot be claimed on the Activity Log, nor submitted to the computer for payment for the duration of the hospitalization, even if services were delivered during that time.

**COMPLETE THE ACTIVITY LOG EACH MONTH AND MAINTAIN THE ORIGINAL IN THE PERSON=S RECORD.**